

Microsoft Access Intermediate (2003/2007)

Proposed course outline

Build on Access foundation skills and create advanced queries, forms and reports. Introduce charts and pivots to your database.

Courses are tailored to individual requirements but topics which may be covered include:

Relationships

- Review relationships
- Cascading updates and deletes
- Data integrity
- Getting help

Advanced Queries

- Calculated queries
- Summary queries
- Parameter queries
- Crosstab queries
- Crosstab query wizard
- Append/delete/update queries

Advanced Forms

- Main and sub forms
- Combo boxes
- Form properties
- Calculations
- Text values
- Source data
- Filters
- Validation rules
- Templates

Advanced Reports

- Expressions
- Sub reports

- Parameter reports
- Designing grouped reports
- Page layout

Charts

- Formatting a chart
- Types of charts
- Parameter Charting
- Creating Pivots